

**CONFIDENTIAL**

REF ID: A6500

MEMORANDUM FOR: Comptroller  
General Counsel  
Chief, Audit Staff  
Chief, Medical Staff  
Chief, Management Staff  
Director of Training  
Director of Security  
Director of Logistics  
Director of Communications

SUBJECT: PY 1961 Planning Papers

STATINTL

1. Agency Regulation [REDACTED] states prescribes that Operating Officials will annually prepare Planning Papers reflecting the structure of their components, and within established ceiling allocations and average grade limitations, the number, grade and Career Service designations of positions estimated to be required during the ensuing fiscal year to meet the anticipated workload. The annual Planning Papers for PY 1961 should be submitted by the Operating Officials concerned through appropriate channels to the Chief, Management Staff, no later than 15 April 1960. Strict adherence to this scheduled deadline is necessary in order that the Planning Papers may be reviewed, amended or adjusted as necessary and approved for prompt phasing into the planning cycle of the Agency's manpower control system.

2. No new Planning Papers will be submitted when:

a. there are no changes contemplated in an organizational component during the next fiscal year; or

b. only minor changes or changes in segments of an office or division are involved.

In these instances, in lieu of a complete Planning Paper, forward to the Management Staff for processing either a written statement that there are no changes planned, or a memorandum providing all pertinent details for only those changes planned for a component or for the amendments to be made in the existing Planning Papers.

REC 2 REV DATE 24-3-81 BY 0467  
ORIG COMP 138 TYPE 01  
ORIG CLASS U RACI C REV CLASS C  
JUST NEXT REV 2411 AUTH NO 10-2

GORDON M. STEWART  
Director of Personnel

MAIL CLERK 061622

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Approved For Release 1999/09/27 : CIA-RDP80-01240A000100030003-6

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